

ADM-10.6

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[REDACTED] 4-66
21 December 1966

MEMORANDUM FOR THE RECORD

SUBJECT: Planning Meeting for Preparation of Program Call

1. At 0930 hours, 16 December 1966, a meeting was convened in the DDS&T Conference Room (6E-60) to discuss the preparation and scheduling of the FY-1969-73 Program Call. Representation included planning officers from all seven offices and Comptroller personnel from DDS&T. The list of participants is as follows:

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[REDACTED] Compt/DDS&T
[REDACTED] P/DDS&T
[REDACTED] DDS&T
[REDACTED] DDS&T
[REDACTED] /DDS&T
[REDACTED] /DDS&T
[REDACTED] and/DDS&T

[REDACTED] SAC
[REDACTED] C

[REDACTED] RD

[REDACTED] k, OSA

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2. [REDACTED] explained the need and importance of effective preparation of the Program Call and turned the meeting over to Mr. [REDACTED] P&P/DDS&T.

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3. [REDACTED] led the discussion of the time phased Program Call control schedule that had been distributed to the conferees. The first of the follow-on meetings to discuss and coordinate the preparation of the Program Call draft (item 9a) was deemed better

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scheduled for the third week of PC preparation (Friday, 6 January 1966) than in the second week. The need for getting ADP requirements in to OCS as early as possible and not later than the scheduled date (30 December) was stressed. This led to a discussion of budgeting for ADP. [REDACTED] stated that the office using data processing should budget for their needs. P&P is to research this area further and report to the offices.

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4. A discussion followed on the objectives-goals-projects format proposed by P&P. [REDACTED] explained the usage intended and said that PFB has given their approval to this manner of organizing our programs. A semantic discussion was terminated with agreement that P&P will issue a statement to the offices spelling out the ground rules of this arrangement.

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5. The next item presented for consideration was a diagram sheet of the objectives and goals of DDS&T and its offices pertinent to the Program Call. [REDACTED] stated that the objectives of the offices must bear a direct relationship to those of DDS&T. Further, the list presented to the conferees is not intended to be all inclusive. It is merely a starting point intended to get everyone thinking in the same direction. It must be expanded and clarified by each office from its understanding of its aims for the five years under consideration. The desired result from this exercise is a master list of objectives and goals that DDS&T can use for future planning and guidance.

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6. A program call format prepared by P&P based upon PFB's broad instructions was the next order of business. [REDACTED] advised the offices to check first for needed changes in the format. As it stands, the offices should list their objectives on the first page of the call. On-going programs carried over from last year's Program Call need only be updated in a brief resume covering changes, status, and future planning. Coverage on new programs should be handled horizontally rather than vertically. That is to say, each project should be follow through for the five years of the Program Call rather than to cover all projects for a given year. [REDACTED] stated that only "major" programs should be listed, hereby raising the question as to what a "major" program is. Discussion proved the decision to be arbitrary within the office. Further guidance will be forthcoming on this matter. New projects should be described in a consistent,

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complete, but succinct format. In this manner we may be able to eliminate lengthy meetings to justify and rejustify the projects. The order of listing of each project should be:

- a. Schedules. This should enumerate major milestones of the project and the length of time needed for completion. It can employ Gantt charts as backup material. The narrative portion should be in non-technical terminology avoiding the jargon of the trade as it must be considered by non-technical people.
- b. Resources. Here the number of people and the amount of money needed in each year for the project must be enumerated. If the project is to endure past FY-1973 this fact should be stated. It was suggested by [REDACTED] that the estimated completion data and total resources required might be a good idea for inclusion in the resources listing of such a project. This will probably be a rough estimate or a guess but no one is better qualified to make this estimate than the project office. 25X1A
- c. Uncertainties and Risk. Why is the project needed, etc.? The office must illustrate a definable product in time-phasing to include when it can be implemented. Also, the detrimental effect expected if the project is not accomplished.
- d. Alternatives. What substitute, less cost by projects could be used? Could the time-phasing be stretched out at a lesser cost? Could it be accomplished in a different manner? What would be the possibility of employing an "adequate" product rather than "going first class"? These questions must be answered for the project. If there is absolutely no substitute this should be stated. This possibility does not appear likely.
- e. NEO Data. If the project requires NEO funds supporting data must be included to illustrate why the positions and funds should be funded in this manner. This will normally be accomplished in a codeword [REDACTED] annex. This annex will be for limited distribution. 25X1A

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7. A question and answer period now followed including a question by FMEAC and OSI whether to include subcategories, estimative and current and Research Analysis in their Program Calls. [REDACTED] stated that FFB will be queried on this subject and the offices advised.

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8. A checklist for action items is attached. Answers will be provided to the interested offices.

9. The meeting was adjourned at 1100.

[REDACTED]
Plans & Programs Branch

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Attachment
a/s

Distribution:

- Cy 1 - Compt/DESAT (Subj File)
- Cy 2 - Budget Br
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